

***WESTERN NEW YORK
REGIONAL INFORMATION CENTER
Chapter 793 Plan
2009-2010***

Progress report as of June 30, 2010

**Progress since last WNYRIC Advisory Council meeting is in
red ink and italics.**

OBJECTIVE 1-COSER 6360:

Common Set of Learning Objectives: Continue to enhance professional development and technology integration options.

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
1.01	Develop and deliver several new regional workshops: 1.01.1-Smartboards in the Classroom 1.01.2-Digital Storytelling 1.01.3-Collaborative Online Lesson Development (COLD)	July 2009 – June 2010	Manager of Instructional Technology	<p>Workshops provided to districts on: Smartboards in the Classroom and Digital Storytelling.</p> <p>The Smart Classroom – October 8, 15, & 22 (Erie 1 & O/N) October 15, 23, & 29 (Erie 2) March 4, 10, & 22 (Erie 1 & O/N) March 18, 24, & 30 (Erie 2) Can also be replicated in an individual district.</p> <p>Digital Storytelling – August 4,5,6 (Erie 1 & O/N) October 28, Nov. 10 & 16 (Erie 1 & O/N) March 29, April 8, & 16 (Erie 1 & O/N) Can also be replicated in an individual district.</p> <p>Collaborative Online Lesson Development (COLD) – December 8, March 2, ongoing (GST) December 10, March 4, ongoing (CAEW)</p> <p><i>There are a number of new workshops in the CSLO 2010-2011 brochure.</i></p>

	Activity/Action Needed to accomplish objective	Timeline Start/End	Who is responsible for the objective?	Completion Criteria
1.02	Investigate and develop Internet2 resources for teachers and students	July 2009 – June 2010	Manager of Instructional Technology	<p>Provide information for teachers to use in the classroom. Investigate virtual field trips for teachers using the Internet 2 resources. Develop resources for use on Internet 2 including the Erie Canal Project for 4th grade teachers in NY state.</p> <p>A meeting to discuss K-12 initiatives and resources with Internet 2 was held on September 15, 2009. Internet 2 will also be presenting at the EMTA, DL & Model Schools conference held on September 24 & 25, 2009. There will be a panel discussion among the RICs and BOCES attending about how to best utilize Internet 2 in the classroom.</p> <p>There has been a group gathered together to develop projects that can utilize the Internet 2 connections and specific capabilities with a district in each region across the state. The group met on November 6 and 22 in order to decide upon the project and finalize each work group. Projects will be developed by each work group and shared among all stakeholders. Tonawanda and Grand Island will be working collaboratively on a biodiversity project to be shared with the other sites during the Global Summit that will be held next spring.</p> <p><i>After several other Regional Information Centers had a difficult time securing classrooms to work with this project has been extended through next year. Due to the change in state testing dates the May date that was chosen made the completion of the projects difficult. A meeting on May 27th will help all of the RICs involved determine the timeframe for the 2010-2011 school year. This will allow for a robust project to be shared next year.</i></p>

	Activity/Action Needed to accomplish objective	Timeline Start/End	Who is responsible for the objective?	Completion Criteria
1.03	Utilize and support teachers in their use of multi-user virtual environments.	July 2009 – June 2010	Manager of Instructional Technology	<p>Develop WNYRIC building on Lighthouse Learning Island in Second Life. Develop and utilize curriculum groups in Second Life or other MUEs.</p> <p>The WNYRIC building on Lighthouse Learning Island is currently being utilized as a meeting place for teachers from around the world. There was a meeting on September 13, 2009 with a holocaust survivor where attendees toured the holocaust museum in Second Life. There will be a virtual worlds panel discussion at the EMTA, DL & Model Schools conference as well. Two Model Schools team members will speak on the panel about the utilization of Second Life for professional development and using River City in middle school classrooms.</p> <p>Meetings are being held with Quest Atlantis to determine if NY State will be able to utilize their virtual science world. Members of the Model Schools staff are developing Sloodle – second life in Moodle. They have submitted a proposal to present Sloodle at the National Educational Computing Conference (ISTE). The Sloodle presentation was accepted at the ISTE conference and will be presented as a half day session during the annual conference. A Model Schools staff member will present at the Spring EMTA conference about the use of</p>

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
				<p>Second Life in professional development.</p> <p>Quest Atlantis training was held on March 9th. This training is provided for a number of districts in the region as well as their local BOCES support Model Schools staff. This pilot of the MUVE will take place through June of this year. Districts will then have the opportunity to continue or expand the use of the MUVE next year. All Model Schools staff will be trained at a statewide meeting next Fall.</p> <p><i>The Quest Atlantis training for all NYS Model Schools members will be held September 29 & 30 at NERIC in Albany. WNYRIC staff will be presenting in the virtual playground at the ISTE conference in June.</i></p>

	Activity/Action Needed to accomplish objective	Timeline Start/End	Who is responsible for the objective?	Completion Criteria
1.04	Work with district personnel to determine needs for additional technology tools	July 2009 – June 2010	Manager of Instructional Technology	<p>Additional tools to enhance offerings will be available through the RFP process.</p> <p>An RFP for instructional software for RTI will be released in September and forums will be held to determine appropriate applications to be awarded.</p> <p>The e-portfolio RFP was awarded at the September board meeting to two companies - Richer Picture and Schoolwires Synergy. Both met the functionality needs outlined in the RFP. A forum was held on July 24, 2009 where several districts provided feedback.</p> <p>Response to Intervention RFP was opened on October 21, 2009. Five vendors responded to the RFP. A forum is being set up for after Thanksgiving.</p> <p>During the forum districts completed rubrics to evaluate the products. Accuity, NovaNet, & AIMS Web were awarded the bid. Current negotiations are underway for a contract with Accuity. AIMS Web and NovaNet have current contracts that will renew in July</p> <p><i>The Accuity contract is complete for the 2009-2011 school years.</i></p>

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
1.05	Pursue grant funding to develop an online resource portal for Instruction and Technology Leadership	July 2009 – June 2010	Associate Director- Instructional Resources, Instructional Technology and Staff Development	Funding is available for development to begin. <i>RFPs are currently being written for technology literacy and reading assistance. There is also research being conducted to determine how virtual version of textbooks would be available to schools through WNYRIC.</i>

OBJECTIVE 2-COSER 7710:

Improve and expand district experience with the WNYRIC Website.

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
2.01	Design new Website in Websphere portal	July 2009 and ongoing	Associate Director - Management Services and Application Development	WNYRIC website is available In development, with a target date of November 1, 2009 to go live. Website is live as of November 1.
2.02	Implement communities for collaboration among stakeholder groups or communities of interest	July 2009 and on-going	Associate Director - Management Services and Application Development	Communities are available Service is available, 1 district is implemented and active; 1 district is in the planning stages. Complete and ongoing.
2.03	Implement remote support tool through the service Website including presence awareness	July 2009 and on-going	Associate Director - Management Services and Application Development	Remote support tool is in use NTR software tool is now available and in use by many service teams to support district users. Complete and ongoing.

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
2.04	Form a focus group to inform WNYRIC design and information delivery using Web tools	July 2009 and on-going	Associate Director - Management Services and Application Development	Focus group is formed, meetings taking place. Expanded use of web tools and the website will be included as focus group discussions during user group meetings to begin this Spring and continue in 10-11.

OBJECTIVE 3-COSER 7710:

Testing, Assessment and Data Analysis: Increase the comprehensiveness of the WNYRIC Data Warehouse, and explore new data related service offerings.

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
3.01	Continue to share existing and develop new forums for sharing best practices in regards to data analysis.	July 2009 – June 2010	Sr. Coordinator, Data Warehouse	Sharing of best practices at various forums. Four CIO meetings scheduled for 09-10 in each of the BOCES (September, November, March and May). Completed four CIO meetings. Data Warehouse workshops on Verification Reports and training for new CIO's are also scheduled for 09-10. Completed three new CIO trainings.
3.02	Explore the development of a data dashboard including data from the Level 1 Data Warehouse and other sources.	July 2009 – June 2010	Associate Director - Management Services and Application Development	Data dashboard is developed. Cognos 8.4 upgrade completed in September 2009, discussion on dashboard being scheduled. Implementation of a Cognos dashboard for DW users will be considered as we continue to explore new functionality of Cognos 8.4 including Analysis Studio, a new Cognos tool.

3.03	Explore ways of capturing additional data about students to help districts make decisions about instruction and pupil services	July 2009 – June 2010	Associate Director - Management Services and Application Development	<p>Inclusion of additional student data in the Data Warehouse.</p> <p>Proof Of Concept completed for extracting course section data from PowerSchool and eSchoolData; load plans developed for level 1. Discussion with districts to begin at September CIO meeting.</p> <p>Developed specialized reporting for BOCES personnel regarding Special Education students participating in their programs. Reports for BOCES Alternative Education programs are now in development based on Special Education model.</p>
3.04	Explore ways of capturing non-student data to help districts make financial, facilities-related, and other decisions	July 2009 – June 2010	Associate Director - Management Services and Application Development	A data model is developed to determine the inclusion of non-student data based on district interest.
3.05	Investigate loading to the Data Warehouse formative and summative assessment data collected through online assessment products.	July 2009 – June 2010	Sr. Coordinator, Data Warehouse	<p>Loading/reporting of online data sets to the Data Warehouse, collaboration with local BOCES personnel in the delivery of staff and curriculum development around these data.</p> <p>Service to provide districts with the ability to pretest the current students in grades 3-8 using last year's SED tests. Preprinted answer sheets will be provided, scanned and loaded to the Level 1 Data Warehouse for analysis. our districts participated in the pretest service in 2009-10. Additional pretest reports were developed for district use. Complete and ongoing.</p>

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
3.06	Continue to investigate data and resource requirements needed to support teacher level reporting and security.	July 2009 – June 2010	Sr. Coordinator, Data Warehouse	<p>Develop processes for supporting teacher-level reporting. Team members are participating on a statewide committee regarding the loading of staffing information utilizing a teacher ID. SED requirements and timelines are being finalized. WNYRIC is participating in the pilot project with SED.</p> <p><i>SED requirements for 2010-11 have been published. Teacher ID and course information from the secondary level is required in 2010-11. Vendors have been notified of the requirements, data imports/exports and process need to be developed. Timelines are being finalized.</i></p>
3.07	Evaluate training needs of Level 1 users, compare to current offerings and define additional training services as necessary to meet needs.	July 2009 – June 2010	Sr. Coordinator, Data Warehouse	<p>Regularly scheduled trainings available for district personnel. Regularly scheduled training sessions are scheduled for the 2009-10 school year. Workshops focus on data verification, new users, newly developed Data Warehouse reports, cube views and exports.</p> <p>14 Data Warehouse workshops/training sessions have been held this year. 2 of the 3 sessions for new CIO trainings have been held. There are 16 registered for New CIO sessions.</p> <p>Webinars to be scheduled this spring to focus on High School--Total Cohort and Accountability reports.</p> <p><i>10 Sametime sessions were held with 66 district staff participating.</i></p>

3.08	Develop Individual Student Reports (ISRs)/Parent Reports for subject areas not already provided by SED.	July 2009 – June 2010	Sr. Coordinator, Data Warehouse	Additional ISRs are available as an additional service to districts. ISR for the NYSESLAT assessment is now available.
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OBJECTIVE 4-COSER 7710:

Student Services: Add or enhance existing management information systems to improve efficiency, accessibility, reliability, and security as well as to extend functionality.

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
4.01	Continue to investigate software to improve efficiency and offer cost effective solutions related to student data management.	July 2009 – June 2010	Manager, Student Management Services	<p>New services developed based on district requirements. Support for two student health applications, SNAP and HealthOffice is now available. Demonstrations are scheduled to begin on October 7, 2009.</p> <p>Implemented SNAP in one district and are in the process of taking over the support of several existing HealthOffice districts from the vendor.</p> <p><i>Complete and ongoing.</i></p>
4.02	Promote best practices in data management to increase accuracy in data reporting.	July 2009 – June 2010	Manager, Student Management Services	<p>Regular workshops for each student management system with a focus on entering and maintaining accurate data are available.</p> <p>In October, two sets of hands-on workshops were held for users of special education and student management applications to review and troubleshoot data to model best practices.</p> <p>July workshops are being scheduled for upcoming special education data reporting, as well as, workshops and trainings for PowerSchool and eSchoolData. <i>Complete and ongoing.</i></p>

Activity/Action Needed to accomplish objective	Timeline Start/End	Who is responsible for the objective?	Completion Criteria
4.03	<p>Continue to promote interoperability strategies using SIF to include real time movement of data from additional student system(s) to student-related applications.</p>	<p>July 2008 – June 2012</p>	<p>Manager, Student Management Services</p> <p>Expanded and ongoing implementations of SIF agents to connect with student management systems are available.</p> <p>Three (3) more districts have been added to the SIF service and SIF service expanded to include connection to HealthMaster. Nine (9) districts total in the service.</p> <p>There are now 13 districts in the SIF service.</p> <p>Testing IEP Direct and Global Connect agents with eSchoolData is underway with the expectation that they can be implemented in March.</p> <p>Mandarin is being tested with both eSchoolData and PowerSchool, with the expectation it can be implemented soon. The SNAP Health system agent has been successfully tested with PowerSchool and eSchoolData. Health Office agent is running live.</p> <p>June update to PowerSchool should address the changes needed in how contacts are stored, which will enable the special education and automated calling systems to connect to PowerSchool.</p> <p>eSchoolData's agent is working well.</p>

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
4.04	Investigate software options to increase data analysis of student management system data.	July 2009 – June 2010	Manager, Student Management Services	<p>Implement student system data analytics tools for use with eSchoolData and PowerSchool.</p> <p>November 5th demo of Pearson product Tapestry took place. Tapestry integrates Pearson products, PowerSchool, Learnia, and Inform into an integrated website.</p>

OBJECTIVE 5-COSER 7710:

Financial Services: Add or enhance existing financial management systems, to improve efficiency, accessibility, reliability, and security, as well as to extend functionality.

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
5.01	Continue to investigate software to improve efficiency and offer cost effective solutions related to finance and HR data management.	July 2009 – June 2010	Manager, Financial/HR Management Services	New services developed based on district requirements
5.02	Implement Finance Manager and WinCap Time and Attendance biometric/swipe card modules in districts	July 2009 – June 2012	Manager, Financial/HR Management Services	Time and Attendance systems have been implemented by vendors in pilot districts.

	Activity/Action Needed to accomplish objective	Timeline Start/End	Who is responsible for the objective?	Completion Criteria
5.03	Implement the new Web Inventory system for interested school districts and BOCES	November 2009 - June 2012	Manager, Financial/HR Management Services	<p>Application is being beta tested by Erie 1 BOCES. Training for all districts on accessing the inventory system for WNYRIC assets will begin in March 2010. Notification was sent to Superintendents asking for district contact on WNYRIC purchased equipment. District implementations for the complete service will be scheduled as requested. Reconciliation between WNYRIC and district inventory records is underway. Districts will be notified to provide an electronic file of records to begin the process. Once a district's inventory is reconciled, access to the online system will be provided with documentation and training to keep the records up to date.</p> <p><i>Development past reconciliation process described below for a complete inventory application to manage school district assets has ceased. WNYRIC will look to support a vendor supplied package. Based on numerous requests, support of a facilities management/work order system is under review. Reconciliation between the E1 BOCES/WNYRIC and district inventory records for BOCES-owned assets continues. Districts will be notified to provide an electronic file of their records to begin the process. Once the initial reconciliation is complete, there will be an annual inventory update required.</i></p>

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
5.04	Convert all customers currently participating in the legacy Textbook Loan service, both public and non-public schools, to the new Web Textbook Loan application; increase the number of participating districts	November 2009 – June 2010	Manager, Financial/HR Management Services	All current customers converted in time to order books for the 2010-11 school year. <i>All current districts were converted and trained in time to order books for the 2010-11 school year. Demos of the new system will be held this fall in all WNYRIC regions.</i>
5.05	Enhance newly developed Web Event Management and Registration (EMR) including tie to PDP Premier, implement districts	July 2009 – June 2012	Manager, Financial/HR Management Services	Implementation of system is complete and ongoing support for districts is underway. Integration between PDP Premier and EMR is complete.

OBJECTIVE 6-COSER 7710:*Web Services: Websphere Portal Development*

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
6.01	Continue development and implementation of Web-based Online Supplies and Project Tracking to address school district and BOCES audit and legal compliance requirements as well as ease of communication and tracking of information for school districts.	July 2009-June 2010	Supervisor Web Development Portal & Messaging	Systems are developed and WNYRIC customers are trained on use to access WNYRIC project, inventory and supplies information for their district.
6.02	Develop and implement, customized portals (virtual portals) for school districts and/or BOCES	July 2009-June 2010	Supervisor of Web Development Portal & Messaging	<p>Virtual Portals and separate Web pages are implemented in a district</p> <p>MyDistrict intranet site is in design to deploy to districts with a community or other portal application.</p> <p>MyDistrict site is scheduled for release on March 19 for districts currently participating in the Community Service.</p> <p><i>Complete and ongoing.</i></p>
6.03	Research Virtualized Desktop alternatives compatible with Portal	July 2009-June 2010	Associate Director - Infrastructure	<p>A preferred alternative is identified and proven feasible and cost effective</p> <p>Research demonstrates virtualized desktop scenario is not necessary with Portal. Complete</p>

OBJECTIVE 7-COSER 7710:*WNYRIC Identity Management Implementation*

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
7.01	Provide single sign-on to externally hosted applications through Federation.	July 2009-June 2011	Sr. Coordinator for Systems, Operations & Security	Tivoli Federated Identity Management system is implemented at the WNYRIC and service is available to school district customers for directories, SED, RICs and other BOCES.
7.02	Analyze implementing Access Management software to provide secure logon to other types of applications (Servers and Desktop)	November 2009-June 2011	Sr. Coordinator for Systems, Operations & Security	Investigation and research results provided in a report with recommendations leading to implementation.
7.03	Expand existing password policies and SSO to additional Web applications	July 2009-June 2012	Associate Director, Infrastructure	<p>Password policies are implemented at the WNYRIC and service is available to school district customers.</p> <p>Testing additional applications. Sametime, ProcessIt and Avanti.</p> <p>Testing is complete. PDP and EMR are operational and available to school districts.</p> <p><i>Sametime has been converted to use Portal passwords.</i></p>

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
7.04	Develop directory integration service for districts and BOCES	September 2009-June 2011	Sr. Coordinator for Systems, Operations & Security	<p>Directory service integration is operational.</p> <p>Analysis and programming of assembly line for WINCAP application is in progress.</p> <p>The assembly line for Domino Lotus Notes is operational.</p> <p><i>Testing assembly line for WINCAP extracts. Ready to discuss this service with interested districts.</i></p>

OBJECTIVE 8-COSER 7710 and 6360:*Enhanced use of the network with real-time communication applications, including connecting to other RICs*

Activity/Action Needed to accomplish objective	Timeline Start/End	Who is responsible for the objective?	Completion Criteria
8.01	Enhance the WNYRIC VoIP service, which would include Unified Communications and related upgrades and maintenance, including a service delivery and support model, partnering with local BOCES as appropriate, and VoIP monitoring tools to proactively maintain proper service level.	July 2009-June 2010 Supervisor, VoIP	<p>VoIP telephone systems are supported as a WNYRIC service. WNYRIC has the ability to generate and implement VoIP projects and receive support requests and resolve issues. WNYRIC has monitoring system in place, generating alarm notifications, along with diagnostic tools and training on supported systems.</p> <p>Have generated and implemented a shared VoIP system at the Alfred-Almond school district. This system is shared between Erie 1 and Alfred-Almond.</p> <p>We are in the process of bringing Panama and Bolivar-Richburg into our shared service. Pioneer is in the stage of designing a shared dial plan to utilize our service. Genesee Valley is in the project planning stages. CISCO standard also supported and will be integrated as requested. Canisteo-Greenwood, Panama and Bolivar – Richburg were added to our VoIP shared service. Genesee Valley will install a CISCO hosted solution on or about March 26, 2010. Friendship, Avoca, Grand Island and Depew are in planning and design stages.</p> <p><i>We are in the process of bringing Grand Island, Frewsburg, Pioneer, Allegany-Limestone, Friendship and Eden into our shared VoIP service.</i></p> <p><i>Orleans/Niagara, Avoca, North Tonawanda and Depew are in the planning and designing phases.</i></p> <p><i>Awareness session for GST/CA regions planned for 7/15. Another will be planned for ON/E1/E2CC region.</i></p>

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
8.02	Refine district integrated VoIP collaboration tools (Sametime/Agile) in cooperation with the messaging and portal team.	July 2009-June 2010	Associate Director, Infrastructure	<p>WNYRIC is able to house shared equipment to allow districts to establish presence awareness, click to IM/call and provide video collaboration.</p> <p>ACE 2.0 has been installed. Sametime servers have been upgraded and testing is underway.</p> <p>ACE 2.1 has been installed and testing with integration to Lotus Notes 8.51 is underway.</p> <p>Upgrade to ACE 2.2 has been installed.</p> <p><i>ACE Administrative training has been completed.</i></p>
8.03	Investigate alternatives for connection to Statewide RIC to RIC network, and leverage statewide aggregate Internet2 capacity.	July 2009-June 2010	Supervisor, Wide Area Network	<p>Ability to send and receive data with other RICs via new connection and ability to send/receive data with Internet2 via the RIC to RIC network</p> <p>Connected to NYSERNET and established a connection with RIC to RIC network- testing network traffic. 100% operational.</p> <p>We have a pilot DL class with Phoenix High School (Syracuse, NY region) and Randolph CSD.</p> <p>NYSERNET circuit upgraded to 100Mg.</p> <p><i>Utilization of RIC to RIC network for DR purposes is being researched.</i></p> <p><i>DL classes are being expanded to entire CNYRIC region.</i></p>

	Activity/Action Needed to accomplish objective	Timeline Start/End	Who is responsible for the objective?	Completion Criteria
8.04	Research and evaluate hardware maintenance needs related to RIC Services (e.g. folders/ inserters)	July 2009-June 2010	Associate Director - Operations	<p>New offerings will be detailed in the 2010-11 Service Directory</p> <p>Meetings have been held with two vendors to explore the possibility of offering an option for preventative maintenance on projectors. More research and evaluation is needed.</p> <p>Negotiated pricing with vendor to reduce cost on UPS Coupon by using 3 tiered pricing.</p> <p><i>An RFP is being written for preventative maintenance on selected projectors.</i></p>
8.05	Research and investigate Virtual Desktop alternatives for administrator and student use	July 2009-June 2011	Associate Director-Operations	<p>Investigation and research results provided in a report with recommendations leading to implementation</p> <p>Investigation has determined this is not a practical solution at this time.</p> <p>Further research has identified what could be a practical solution – Stoneware – pilot is in progress.</p> <p><i>Administrative training for Stoneware has taken place.</i></p>
8.06	Provide collaborative tools and communities within a Web Portal <ul style="list-style-type: none"> • VoIP • QuickR • Blog portlet • Portal Doc Management • Sametime/Agile 	July 2009-June 2010	Associate Director-Infrastructure	<p>Several Collaboration tools are available for customers to use.</p> <p>Quickr communities including Blog portlets, wikis and documents are in use in portal.</p> <p>The Agile server has been installed and tested with the Sametime client.</p> <p>RSS feeds are in use in Portal.</p>

OBJECTIVE 9-COSER 7710:

The WNYRIC will explore changes in how schools must manage electronic records and incorporate relevant changes.

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
9.01	Through a New York State Archives Grant Erie 1 BOCES will improve management of electronic records. The WNYRIC will continue to monitor changes in regulations on electronic records from the NYS Archives. Through this process the WNYRIC will gain understanding of electronic records management operations, including exploring the enhancement of the current FileBound System to meet the identified needs of the Erie 1 BOCES Record Retention Grant	July 2009-June 2010	Associate Director - Operations	<p>WNYRIC will assist with Identification of additional record series that should be included as part of a school district's management of electronic documents based on expanded features of FileBound and services for electronic archival of such records will be in place</p> <p>Waiting grant award determination on grant funding request to enhance FileBound System with a records retention and disposition module.</p> <p>Grant has been fully funded, grant implementation is underway.</p> <p><i>FileBound System records retention and disposition module has been installed and tested.</i></p>

OBJECTIVE 10-COSER 7710:*Infrastructure and Operation: WNYRIC Infrastructure Enhancements*

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
10.01	Enhance Disaster Recovery and Business Continuity preparedness Refer to Objective 11	July 2009-June 2010	Associate Director - Infrastructure	Current Disaster Recovery & Business Continuity plans are transitioned into an electronic software planning tool.
10.02	Establish secondary Data Center Refer to Objective 11	July 2009-June 2010	Associate Director - Infrastructure	A secondary data center is established and operational.
10.03	Evaluate server room environmentalals to ensure the WNYRIC Server Room is equipped for optimum capacity using the most cost effective measures (Generator/UPS/AC/Halon/Physical Security)	July 2009-June 2010	Sr. Coordinator for Systems, Operations & Security, Supervisor	<p>Server room has adequate capacity to meet the needs of the future. Server room's physical security access control system access list reviewed quarterly.</p> <p>The semi-annual testing of the generator capacity and fuel consumption was successfully completed in mid February.</p> <p><i>Currently reviewing capacity of equipment to ensure adequate room environmentalals for expanded growth.</i></p>

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
10.04	Evaluate Portal infrastructure to ensure capacity for adequate performance	July 2009-June 2010	Sr. Coordinator for Systems, Operations & Security	<p>Portal Application hardware, software and support have adequate capacity to meet the needs of the future. Enterprise server memory was expanded in August 2009. Upgrade of dasd storage is in progress.</p> <p>Upgrade of DASD storage is fully operational.</p> <p>RACE (Re-hosting Application Consolidated Environment) study conducted by IBM to ensure adequate capacity for existing applications.</p> <p><i>With the Linux 64 bit capabilities, additional applications are being tested and placed in the enterprise server environment. Expanded capacity on the enterprise server will be implemented.</i></p>
10.05	Research and investigate security procedures and issues (FBI/Infragard/Security Threats/Illegal Activity/AUP violations)	July 2009-June 2010	Associate Director - Infrastructure	<p>Investigation and research results provided in a report. Documented procedures to be able to act upon any security issues are in place</p> <p>Annual meeting with FBI and Infragard. Annual review of AUP compliance.</p> <p>Establishing a technical security position for LAN & WAN which eventually may become a service to districts.</p> <p>New technical security position has been filled.</p>

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
10.06	Research and investigate remote control / support technologies and monitoring software.	July 2009-June 2010	Associate Director - Operations	Monitoring system is in place performing automated procedures and generating alarm notifications. NTR Support is in place. Complete
10.07	Growth towards 24x7 LAN and WAN support.	July 2009-June 2010	Associate Director - Infrastructure	Able to accept and act upon LAN / WAN support issues 24 X 7 Data from off hours reports continue to be compiled and evaluated.
10.08	Ongoing technical research and development through external resources such as InfoTech and Gartner	July 2009-June 2010	CTO and Associate Directors	Appropriate technology research results in future services. Imbedded RSS feeds within Lotus Notes are now being utilized by staff for technical research.

OBJECTIVE 11-COSER 7710:*Enhance Disaster Recovery & Business Continuity Plans and Procedures*

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
11.01	Establish 2nd telecommunications center that is redundant for network activity in case of loss of 355 Harlem Road location, with 2nd Internet connection, designed for automatic failover	July 2009-June 2010	Associate Director - Infrastructure	<p>Second center is implemented with necessary network components to survive loss of 355 Harlem Road location</p> <p>2nd Internet connection and necessary WAN equipment has been installed, tested and implemented at second center.</p>
11.02	Routine testing of the telecommunications network to ensure automatic failover	July 2009-June 2010	Supervisor, Wide Area Network	<p>Successful tests are accomplished and documented</p> <p>Initial test was completed and was successful.</p> <p><i>Second bi-annual test was completed and successful.</i></p>
11.03	Refine Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO) for WNYRIC applications	July 2009-June 2010	Associate Director - Infrastructure	<p>Publish document stating RTO/RPO for each application</p> <p>A DR/BC technical coordinator has hired and started on 11/02/09.</p> <p>DR/BC Phase 2 consulting RFP has been sent to vendors and responses are being evaluated. District service in planning.</p> <p>A consultant has been retained for Phase 2.</p>

Activity/Action Needed to accomplish objective		Timeline Start/End	Who is responsible for the objective?	Completion Criteria
11.04	Establish 2nd data center that is redundant for priority WNYRIC applications in case of loss of 355 Harlem Road location	July 2009-June 2011	Associate Director - Infrastructure	<p>Second center is implemented with necessary server components to survive loss of 355 Harlem Road location.</p> <p>Continued research is being conducted internally to prioritize the WNYRIC key applications.</p> <p>Redundant firewalls for WAN are in place.</p> <p><i>Initial iSCSI storage replication is in place.</i></p> <p><i>Business continuity broadband circuit has been implemented</i></p>
11.05	Update Disaster Recovery plan (Mitigator) to include Business Continuity plans, RPO/RTO objectives, 'playbook', current staff procedures.	July 2009-June 2010	Associate Director - Infrastructure	<p>DR/BC plan is hosted online, completed and process is in place to continually keep current.</p> <p>Plans are being entered into the Mitigator software by a pilot group of staff.</p> <p>WAN and CORE Server documentation has been added to Mitigator.</p> <p><i>Additional Mitigator training has occurred and templates for population are being created.</i></p>